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ABSTRACT

This document provides information on a Full-Time Vocational Training Program (FTVTP), which is intended to keep students in school or allow dropouts to reenter in a vocational setting. The philosophy and purpose of the FTVTP are presented. The program's purpose is to enable dropouts to return to school in a full-day vocational program, be vocationally trained, receive academic remediation, and be placed on a job in their chosen field. The following materials are provided for the dropout retrieval method of entry: program guidelines (including eligibility, recruitment, admission requirements, program operations); student flowchart; recruitment letter and application packet with application, policies and guidelines acknowledgement; and student data sheet. The following materials are provided for the transfer method of entry: list of responsibilities of the home school, list of responsibilities of FTVTP screening committee, list of responsibilities of the skill center, list of responsibilities of the outreach recruiter, FTVTP information, and transfer packet forms, including referral sheet, data sheet, dropout prevention committee case report, forms for summary of parent conferences, form for descriptions of interventions, parent/student sign-off form, and application blank. (YLB)

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FULL-TIME VOCATIONAL TRAINING PROGRAM

ED294006

Dropout Retrieval

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Jacksonville, Florida

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Jacksonville, Florida
February 19, 1987

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FULL TIME VOCATIONAL TRAINING PROGRAM
FTVTP

PHILOSOPHY

Every student is different in emotional, mental, and physical characteristics. Since no single instructional method or program can meet the needs of all students, we believe that each person should have the opportunity to obtain learning experiences in an environment that is appropriate for that individual.

This program's intent is to keep students in school, or allow them to reenter, in a vocational setting. In this setting they will have the chance to improve basic skills and develop marketable skills.

We are committed to providing students with the necessary guidance, education and services which will keep the students enrolled in school until mastering the skills which are needed in their chosen career.

We are dedicated to working with all secondary vocational programs, educational agencies, community agencies, parents, and students to facilate the achievement of each student's career goals.

FULL TIME VOCATIONAL TRAINING PROGRAM

PURPOSE

The purpose of the Full Time Vocational Training Program (FTVTP) is to enable dropouts to return to school in a full day vocational program, be vocationally trained, receive academic remediation, and be placed on a job in their chosen field.

The training will be received from a skills center or vocational program in a comprehensive high school. Even though the student will not be seeking a standard high school diploma, he/she will earn a vocational certificate upon completion. Therefore, the student's attendance, behavior, and progress will be evaluated in the same manner as other students in the school. The length of time spent in the program will depend on the student's attendance, hard work, and quality and quantity of skills mastered. Most students will attend class for the full day but other schedules may be arranged as necessary.

After satisfactory completion of the classroom portion of the program, the student will be eligible for the Cooperative Education Training Program where he/she will be placed on a job and complete their training. The Vocational Certificate will be awarded when the Cooperative Education Coordinator certifies completion.

FULL TIME VOCATIONAL TRAINING PROGRAM

GUIDELINES

1. Program eligibility - Students are eligible if:

   A. They are between the ages of 16 and 19 years, 2 months.
   B. They do not have a high school diploma or GED.
   C. They have been offically withdrawn from school.
   D. They have not been withdraw for a Class III infraction
   E. They reside in Duval County.

2. Student Recruitment:

   Student's names are made available through the office of Placement and Follow-up, Guidance Counselors, Occupational Specialists, Teachers, Parents, Dropouts themselves, and other community agencies. Once names have been received and eligibility determined, students are contacted by telephone, letter (enclosure 2), and home visits, in order to begin program placement.

3. Admission Requirements:

   A. Application

      After the student has been contacted and meets the eligibility requirements, the student and parent, or guardian complete a Full-Time Vocational Training Program application. The currently adopted forms will be utilized.

   B. Screening

      To check the applicant's credentials, a computer check is made of student's records to verify program eligibility. When the information is not available through SIMS, individual student folders are utilized for verification.

   C. Assessment

      After verification, the student goes through a comprehensive vocational assessment process at one of the counties three Skills Centers to determine his/her best possible career choices.

D. Placement

1. The school guidance counselor then interviews the student. On the basis of this interview and the vocational assessment, the student is placed in a vocational training program. It then becomes the training schools' responsibility to offically document training received, and credits earned.

2. Once the program placement has been completed and the training site established, transportation for the student must be arranged. The county provides bus transportation for all district students who attend a skills center. The bus numbers and most convenient pick-up point should be determined at this time. All students are encouraged to ride a school bus to the training site, however, in emergency situations a student may apply for a driving permit in the dean's office of their training center.

4. Program Operations:

A. Student Status

FTVTP students are allowed to ride school busses, participate in lunch programs, and any other skill center activity.

B. Attendance and Conduct

1. FTVTP students fall under all existing county policies for attendance and conduct. Every student will receive an orientation sheet explaining the rules and regulations of the program. This must be signed by the student and parents and becomes a part of the students' application to the program. When placed in a program the student meets with the school's contact person to have the school regulations explained; at this time they will review the objectives of the FTVTP, the attendance policy, progress reports, the Student Code of Conduct, and the student's goals and expectations.
2. All problems concerning attendance and discipline of a FTVTP student will be referred to the Dean's office as soon as the problem occurs. Excessive absences and/or tardies can mean dismissal from the program. Duval County's offical Student Code of Conduct guidelines will be followed in these situations.

C. Student Contact

Individual student progress will be periodically monitored by the Outreach Recruiter by making visits to the school. This monitoring process is intended to help insure the students progress in the program.

D. Cooperative Education Eligibility

FTVTP students who have mastered the majority of the competencies of their training program and are recommended by their instructors may be placed in a Cooperative Education Training Program. All guidelines governing regular students in Cooperative Training Program will apply to the Full Time Vocational Education Training Program student with the following exceptions:

1. The Cooperative Education Coordinator will provide the outreach recruiter a copy of the student's placement papers as soon as the FTVTP student is placed on the job.

2. The Cooperative Education Coordinator will supervise the FTVTP student in their work location until the Coordinator and Outreach Recruiter both recommend that a Vocational Certificate be awarded to the student.

3. A Vocational Certificate may only be awarded upon successful completion of a Cooperative Education Program in the students' training area. The actual certificate will be presented to the student at the completion of the academic school year following their successful completion of their Vocational Training Program.

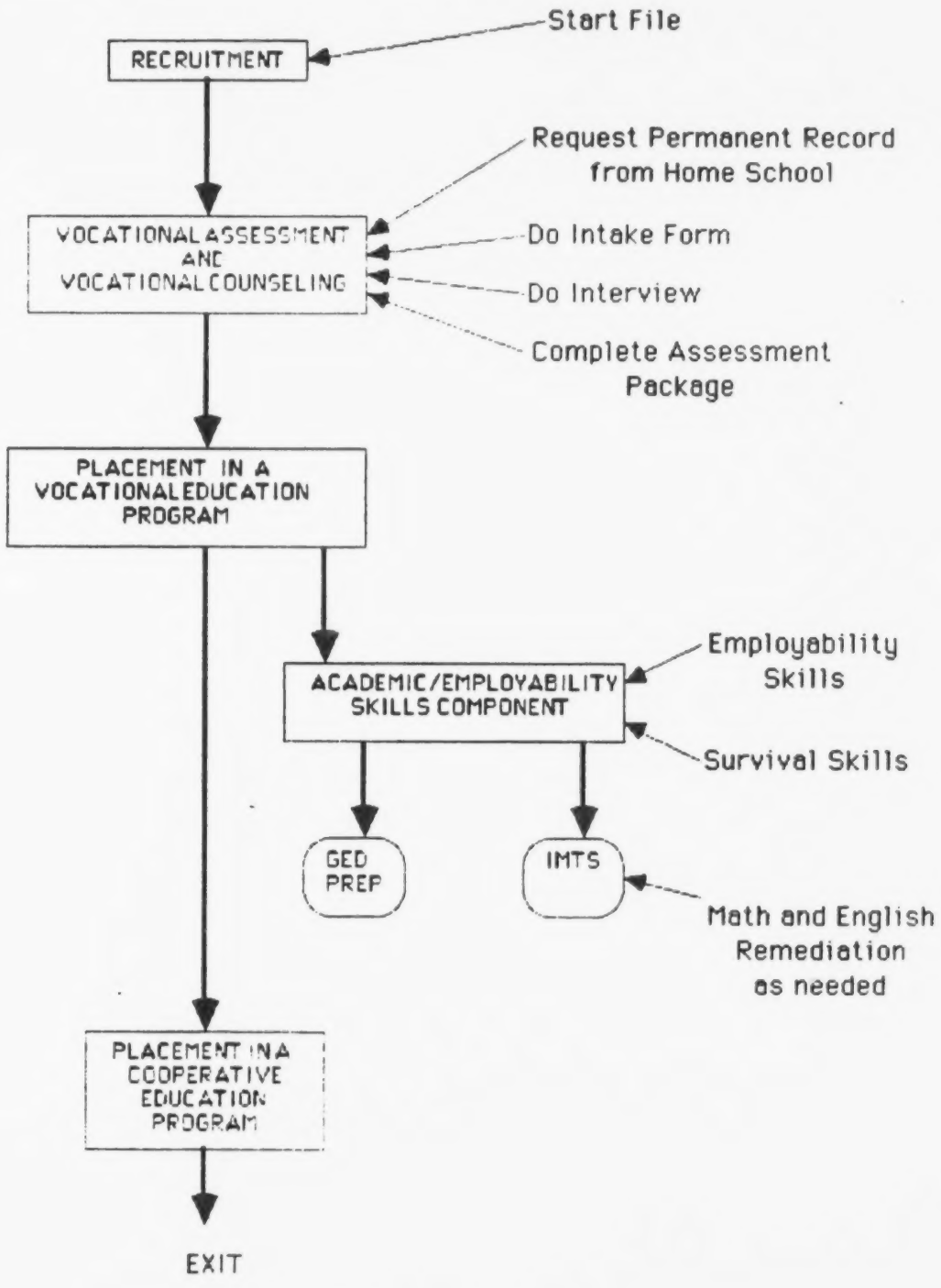
Enclosure 1: FTVTP Student Flow Chart

Enclosure 2: FTVTP Recruitment letter

Enclosure 3: FTVTP Application packet

a. Duval County Vocational Education Application (use most current application available)
b. FTVTP policies and guidelines acknowledgement.
c. FTVTP Student Data Sheet

DROPOUT PROCEDURE OUTLINE



Duval County Public Schools

1701 Prudential Drive • Jacksonville, Florida 32207
(904) 390-2000

ATTENTION:

Are you:
- -Unemployed or underemployed
- -Between the ages of 16 & 19
- -Not attending School

If the answer to these questions are yes, then the Full Time Vocational Training Program may be for you.

We offer:
- -Training in over 35 different Vocational Program areas
- -GED preparation
- -Job placement upon completion
- -Immediate entry

The purpose of the full day program is to get a dropout student into a meaningful job as soon as possible. You can receive a Vocational Education certificate after demonstrating skills necessary for success in your chosen career. The length of time spent in the program will depend on your attendance, hard work, and how much you have learned. After mastery of the necessary job skills in the classroom, you will go through the Cooperative Education Program where you will be placed on the job.

For further information concerning the Full Time Vocational Training Program, please fill out the bottom section of this form and return to:

Full Time Vocational Training Program
1701 Prudential Drive 3rd Floor
Jacksonville Florida 32207

You may call 390-2051 or 390-2047, Monday thru Friday, 8:00 a.m. till 3:30 p.m. Act Today...Your Future is in Your Hands!

Name_____

Mailing Address_____
(Number) (Street) (City) (Zip)

Home Telephone _____ _____ Work Telephone_____

I am interested in the following vocational areas:_____

_____

Nation's Model Urban School District

Enclosure 2

DUVAL COUNTY VOCATIONAL EDUCATION APPLICATION

NAME_____ PHONE #_____ STUDENT #_____
DOB_____
ADDRESS_____ ZIP_____
CURRENT SCHOOL_____ HR SECTION_____

VOCATIONAL PROGRAM PREFERENCE

1._____ 2._____ 3._____

LOCATION PREFERENCE

1._____ 2._____ 3._____

Student Signature_____ Parent/Guardian_____

Assignment to a program will be based on preference, space availability, location of program, and evaluation of the student's total record. Please attach a copy of the student's most recent report card.

TO BE COMPLETED BY JUNIOR HIGH GUIDANCE COUNSELOR OR OCCUPATIONAL SPECIALIST

Current Program of Study:
Regular_____ *FTVTP_____ SP ED_____ OTHER_____
*MUST HAVE CURRENT VOCATIONAL ASSESSMENT ATTACHED

Counselor/O.S. Signature Required_____ Date_____

SKILL CENTER PROGRAMS

WESTSIDE

1. A/C, Refrigeration & Heating Mechanics, Basic
2. Auto Body Repair & Refinishing
3. Automotive Mechanics, Basic
4. Brick & Block Laying
5. Business Computer & Console Operation
6. Cabinet Making, Millwork & Furniture Making, Basic
7. Carpentry, Residential
8. Child Guidance & Care Services
9. Clothing Production & Services
10. Commercial Art, Basic
11. Commercial Foods
12. Cosmetology
13. Criminal Justice
14. Diesel Engine Mechanics
15. Diesel Engine Mechanics (Truck & Bus)
16. Drafting, General
17. Electric Wiring, Residential
18. Electronics, (Communications)
19. Electronics, (Industrial)
20. Fashion Marketing
21. Floor Covering Installation
22. Forest & Natural Resources Management
23. Gasoline Engine Mechanics, Basic
24. Industrial Electricity
25. Marine Mechanics, Basic
26. Nursery Operations (Plants)
27. Plumbing, Residential
28. Precision Machining, Basic
29. Printing
30. Turfgrass Operations
31. Warehousing
32. Welding, Basic
33. Word Processing/Machine Transcription

NORTHSIDE

1. A/C, Refrigeration & Heating Mechanics, Basic
2. Automotive Mechanics, Basic
3. Brick & Block Laying
4. Business Computer & Console Operations
5. Business Data Entry Equipment Operations
6. Carpentry, Residential
7. Clothing Production & Services
8. Commercial Foods
9. Criminal Justice
10. Dental Laboratory Assisting
11. Drafting, General
12. Electric Wiring, Residential
13. Electronics, (Industrial)
14. Fashion Marketing
15. Financial Records Clerk
16. Health Service Occupations
17. Health Unit Coordinator
18. Marine Mechanics, Basic
19. Microcomputer Electrics
20. Nursing Assisting
21. Precision Machining, Basic
22. Printing
23. Vision Care, Assisting
24. Word Processing

SOUTHSIDE

1. A/C, Refrigeration & Heating Mechanics, Basic
2. Carpentry, Residential
3. Electric Wiring, Residential
4. Health Service Occupations
5. Plumbing, Residential
6. Precision Machining, Basic
7. Sheet Metal, Basic
8. Welding, Basic

NOTE: 1. Junior High Guidance office will forward this application to the Senior High Guidance Counselor to be used in registration of students
2. Senior High Guidance Counselor will forward to Skill Center named as 1st Choice.
3. See your Guidance Counselor or Occupational Specialist for Programs offered in Some Schools.

FULL-TIME VOCATIONAL TRAINING PROGRAM

POLICIES & GUIDELINES ACKNOWLEDGEMENT

This program is intended for full-time vocational students in pursuit of a vocational certificate, it does not lead to a High School Diploma. Upon satisfactory completion of this program you will receive a certificate which outlines the areas of competence for which you have been trained. It is important to note that in order to remain eligible for this program, you cannot receive your GED Diploma as issued by the State of Florida Department of Education, prior to completion of the program.

This program's success depends on your cooperation and hard work. Problems that arise should be handled by the school staff. Poor attendance, attitude, or failure to comply with the school's policies may result in your being terminated from this program.

FTVTP students are not eligible for a High School Diploma. A Vocational Certificate will be issued upon teacher recommendations and the conclusion of the program.

I have read the enrollment policies and guidelines.

I understand that any violation of these policies may result in my being dismissed from this program.

Signature of student: _____

Parent/Guardian Signature: _____
(if student is under 18 years of age)

Received by: _____ _____
(NAME) (DATE)

Enclosure 3b

DUVAL COUNTY SCHOOL BOARD

FULL TIME VOCATIONAL TRAINING PROGRAM

STUDENT DATA SHEET

Name _____
LAST FIRST MIDDLE

Adress _____

_____ ZIP: _____

PHONE _____

Date of Birth: _____ Age _____

Last School Attended: _____ Withdrawal Date: _____

Why Withdrawn? _____

Are you working? _____

Parents' Name: _____

Parent work Phone: _____ _____

Enclosure 3c

IV. Transfer Method of Entry

A. RESPONSIBILITIES OF THE HOME SCHOOL

1. Anyone on the school staff can refer a student to the school's dropout prevention committee.

2. The dropout prevention committee will design a plan of action to keep the potential dropout student in school.

3. After exhausting all possible interventions the committee can refer the student to the Full Time Vocational Training Program (FTVTP) Screening Committee.

4. When students are recommended for placement into the FTVTP, the students and parents should be informed that when they transfer into this program they are leaving a diploma based program. Students in the program will continue to be covered under the Code of Student Conduct, and continue to be eligible for school bus transportation.

   The students will receive a Vocational Certificate upon completion of the training program. They are also entitled to enter the Cooperative Education Programs upon teacher recommendation.

5. Students in exceptional education will need ESE district level assessment and approval to be presented to the district level FTVTP screening committee.

6. The home school must present a complete referral packet to the Full Time Vocational Training Program Screening Committee on Fridays preceding the Screening Committee meetings which will be held every Tuesday. A representative from the home school must bring to the screening committee cumulative folders and discipline files on each case being reviewed. The transfer packet includes:

TRANSFER PACKET FORMS

a. Dropout Referral
b. Form A - Data Sheet
c. Form B - Dropout Prevention Committee
d. Parent Conferences
e. Interventions
f. Parent/Student Sign-off
g. Skills Center Application

Please forward the completed referral packets to:

Lawanna S. Bell, Screening Committee Chairperson
Full Time Vocational Training Program
1701 Prudential Drive
Jacksonville, Florida 32207

7. Students can be referred to the FTVTP throughout the school year. For a student to be eligible to transfer into the program they must:

   A. Be enrolled in a Duval County Public School
   B. Be a POTENTIAL DROPOUT
   C. Be between the ages of 16 and 19
   D. Reside in Duval County
   E. Not be withdrawn for a Class III offense.

8. After a student is recommended for transfer into the FTVTP, the home school is responsible for notifying the students and providing them with a copy of their permanent record card and an exit interview form. The students must take these documents with them for entrance into the skills centers. Enrollment into the skills centers will be on Mondays following the screenings.

II. RESPONSIBILITIES OF THE FULL TIME VOCATIONAL TRAINING PROGRAM SCREENING COMMITTEE

1. The screening committee will make sure that the referral packet from the home school is complete.

2. The screening committee will review the interventions used, and may suggest alternative strategies before recommending a transfer.

3. When it is determined that a transfer is called for, the committee will facilitate placement when the programs are available. The committee may recommend alternative programs and skills centers.

4. The Full Time Vocational Training Program Screening Committee:

   Vocational Specialists
   Psychologist
   Social Worker
   Occupational Specialist-to be assigned on a rotating basis according to school number.
   Guidance Counselor-to be assigned on a rotating basis according to school number
   Vice Principal, Westside Skills Center

Vice Principal, Northside Skills Center
Vice Principal, Southside Skills Center.

III. RESPONSIBILITIES OF THE SKILLS CENTERS

1. The skills centers will attempt to place the transfer students into the most appropriate classes.

2. The skills centers will provide lunch for any full-day students.

3. The skills centers will keep records of attendance and grades of the transfer students.

4. The skills center will place the transfer students into the Cooperative Education Programs when the requirements are met.

IV. RESPONSIBILITIES OF THE OUTREACH RECRUITERS

1. The recruiters will serve on the FTVTP Screening Committee.

2. The recruiters will help monitor activities within the school based dropout prevention activities including:

   Identifying characteristics of potential dropouts.
   Communicating effective intervention strategies for potential dropouts.
   Informing committees about placement possibilities for potential dropouts.

3. The recruiters will schedule vocational assessment for potential dropouts who have been submitted to the district level screening committee.

4. The recruiters will follow up the placement of all transfer students and monitor their progress.

5. The recruiters will keep the data base of the Full Time Vocational Training Program.

FTVTP INFORMATION

1. ATTENDANCE - Good daily attendance is expected. It is required that students arrive and leave school at the scheduled time.

2. DISCIPLINE - Disciplinary regulations are the same for the Full Time Vocational Training Program students as other students. They are subject to all of the county and school policies. The Code of Student Conduct will be enforced for all students.

3. DRESS - Students are expected to dress in accordance with the dress code that has been established for the training site.

4. LUNCH - Lunch will be provided at the skills centers. Under no circumstances are students to leave campus without prior approval.

5. TRANSPORTATION - The principals prefer that students ride the school bus. Bus transportation will be provided by the school system. If this arrangement presents a hardship, students should contact the school administration.

6. GRADES - Grades for students will be recorded every nine weeks through SIMS.

7. PROGRAM COMPLETION - Students in the FTVTP will receive a vocational certificate upon program completion. The Coopertive Education Coordinator or Vocational instructor will determine when a student has met the requirements for a vocational certificate.

8. ELIGIBILITY FOR COOPERATIVE EDUCATION - When the student's instructor determines a student is ready to work in the field, and employment can be found, the student will be placed in the Cooperative Education Program.

9. COURSE DURATION - Students must complete the FTVTP within two (2) years.

TRANSFER PACKET FORMS

1. POTENTIAL DROPOUT REFERRAL - Forms should be readily available and can be filled out by any school staff.

2. FORM A - Data sheet should include all statistical information relating to the student that is pertinent to the Dropout Prevention Committee.

3. FORM B - To be filled out by the school's Dropout Prevention Committee. Documenting strategies and a plan of action for each potential dropout.

4. PARENT CONFERENCES - The Parent Conference Form documents at least two (2) conferences which have been held with a student's parents/guardians to discuss his/her school progress. The conferences may be held with the student's classroom teacher and/or the school's principal, guidance counselor, or other interested school personnel.

5. INTERVENTIONS - The Intervention's Form documents at least two (2) of the educational and/or behavior modifications that have been made in a student's educational program. These interventions must be relevant to the reasons for referral.

6. FULL TIME VOCATIONAL TRAINING PROGRAM PARENT RELEASE FORM - To be filled out by the parent/guardian and the student verifying knowledge about the program.

7. APPROVAL FOR TRANSFER - Form will be completed by the district level Full Time Vocational Training Program Screening Committee.

8. SKILLS CENTER APPLICATION (use most current application available)

(See Enclosures)

POTENTIAL DROPOUT REFERRAL

This program has been developed at School as a means to reduce the number of dropouts. The degree to which this program is successful is primarily dependent upon early identification of students exhibiting dropout symptoms. The ability of teachers to detect these symptoms is unquestioned. It is, therefore, requested that each teacher be constantly on the alert for potential dropouts and, further, that such students be referred immediately to the Central Screening Agency.

_____

_____

It is the professional opinion of _____ that
(teacher's name)

_____ of Homeroom Section _____
student's name)

should be screened as a potential dropout.

* *

Please indicate the options below that are most suited to this situation:

( ) 1. My opinion is based upon the fact that this student is:

- ( ) absent exesssively
- ( ) discouraged due to a lack of academic success
- ( ) experiencing difficulty as a result of financial hardship
- ( ) experiencing difficulty as a result of pregnancy
- ( ) not interested in school work
- ( ) experiencing behavioral difficulties
- ( ) needed at home

( ) 2. I prefer a conference with the Screening Agency to discuss my reasons for referrring this student.

( ) 3. I have written my reasons for referring this student on the back of this form.

* *

_____ _____
(date) (teacher's signature)

DROPOUT PREVENTION

POTENTIAL DROPOUT REFERRAL

CASE DATA SHEET

TO BE COMPLETED BY TEACHER INITIATING REFERRAL:

NAME_____ HOME ROOM____ BIRTHDATE_____

ADDRESS_____ PHONE_____

REASON FOR REFERRAL:_____

_____

_____

_____

TEACHER COMMENTS:

_____
TEACHER'S SIGNATURE

* * * * * * * * * * * * * * *

TO BE COMPLETED BY DROPOUT PREVENTION SCREENING COMMITTEE DESIGNEE:

RESOURCES UTILIZED:

1. Previously evaluated by the School Psychology Department Yes_____ No_____

   Findings:

2. Has been or is being seen by an outside agency? Yes_____ No_____ If yes, state agency_____

3. School Program (circle one) Regular CDP ESF

GRADES:

TEST DATA:

HEALTH COMMENTS:

School #_____

Date_____

DROPOUT PREVENTION

SCREENING COMMITTEE CASE REPORT

NAME_____HOMEROOM____BIRTHDATE_____

DISCUSSION:

INTERVENTION RECOMMENDATIONS

FOLLOW-UP

_____

Screening Committee Recorder's Signature

Copy to:

1. vice principal's records
2. cumulative folder

DROPOUT PREVENTION COMMITTEE

Parent Conferences

_____
(School)

Student's Legal Name:_____Grade:_____

Summary of Conference #1: Date:_____

_____

_____

_____

_____

Persons attending (indicate position):

_____ _____

_____ _____

Summary of Conference #2: Date:_____

_____

_____

_____

_____

Persons attending (indicate position):

_____ _____

_____ _____

_____ _____

_____
(Individual Completing Form)

DROPOUT PREVENTION COMMITTEE

Interventions

_____
(School)

Student's Legal Name;_____Grade:_____

Briefly describe two interventions which have been used. Continue on reverse side of this page if more space is needed. Include a description of apparent results.

Intervention #1
What You Did (be specific and concise):_____

_____

_____

Date Initiated:_____Date Completed:_____

Results (how did student respond? - how successful was it?)

_____

_____

Implemented by:_____Date:_____

* *

Intervention #2

What You Did (be specific and concise):_____

_____

_____

Date Initiated:_____Date Completed:_____

Results (how did student respond? - how successful was it?)

_____

_____

Implemented by:_____Date:_____

FULL-TIME VOCATIONAL TRAINING PROGRAM

This program is intended for full-time vocational students in pursuit of a vocational certificate. Upon satisfactory completion of this program you will receive a certificate which outlines the areas of competence for which you have been trained. It is important to note that in order to remain eligible for this program, you cannot receive your GED Diploma as issued by the State of Florida Department of Education, prior to completion of the program.

This program's success depends on your cooperation and hard work. Problems that arise should be handled by the school staff. Poor attendance, attitude, or failure to comply with the school's policies may result in your being terminated from this program.

The student is not eligible for a High School Diploma. A Vocational Certificate of Completion will be issued when the teacher makes appropriate recommendation.

Date: _____ Signatures:

_____
(Counselor)

_____
(Vice Principal)

_____
(Parent)

_____
(Student)

cc: Parent
Student's File
Skills Center
Full-Time Vocational Training Program

DUVAL COUNTY VOCATIONAL EDUCATION APPLICATION

NAME _____ PHONE NO. _____ STUDENT NO. _____

ADDRESS _____ ZIP _____

CURRENT SCHOOL _____ HR SECTION _____

HIGH SCHOOL YOU WILL ATTEND _____ GRADE IN AUGUST 10 11 12

VOCATIONAL PROGRAM PREFERENCE:

1. _____ 2. _____ 3. _____

LOCATION PREFERENCE: (Which Skill Center or Home School, if offered)

1. _____ 2. _____ 3. _____

Student Signature _____ Parent/Guardian _____

Assignment to a program will be based on preference, space availability, location of program, and evaluation of the student's total record.

- - - - - TO BE COMPLETED BY JUNIOR HIGH GUIDANCE COUNSELOR OR OCCUPATIONAL SPECIALIST - - - - - -

Current Program of Study: Regular ___ CDP ___ SP ED ___ Other_____

Additional Comments _____

Counselor Signature Required: _____ DATE: _____

SKILL CENTER PROGRAMS

WESTSIDE

1. A/C & Heating Mechanics
2. Auto Body Repair & Refinishing
3. Automotive Mechanics
4. Brick & Block Laying
5. Building Maintenance
6. Business Data Entry Occupations
7. Cabinetmaking, Millwork and Furniture Making
8. Carpentry, Residential
9. Child Guidance & Care Services
10. Civil Engineering Aide
11. Clothing Production & Services
12. Commercial Foods
13. Commercial Art
14. Cosmetology
15. Criminal Justice Assisting
16. Diesel Engine Mechanics
17. Diesel Engine Mechanics (Truck and Bus)
18. Drafting, General
19. Electric Wiring, Residential
20. Electronics, Industrial
21. Electronics, Communications
22. Fashion Marketing
23. Fire Fighting
24. Floor Covering Installation
25. Gasoline Engine Mechanics
26. Industrial Electricity
27. Marine Mechanics
28. Nursery Operations (Plants)
29. Plumbing, Residential
30. Precision Machining
31. Printing
32. Sheet Metal
33. Turfgrass Operations
34. Upholstery
35. Warehousing
36. Welding

NORTHSIDE

1. A/C & Heating Mechanics
2. Basic Business Management
3. Brick & Block Laying
4. Carpentry, Residential
5. Clothing Production & Services
6. Commercial Foods
7. Criminal Justice Assisting
8. Dental Labortory Assisting
9. Drafting, General
10. Electric Wiring, Residential
11. Electronics, Computer
12. Electronics, Industrial
13. Fashion Marketing
14. Health Service Occupations
15. Health Unit Coordinator
16. Marine Mechanics
17. Nursing Assisting
18. Precision Machining
19. Printing
20. Secretarial Occupations
21. Sheet Metal
22. Vision Care Assisting
23. Word Processing/Machine Transcription
24. Autoractive Mechanics

* See your Guidance Counselor or Occupational Specialist for Programs offered in Home Schools.

SOUTHSIDE

1. A/C & Heating Mechanics
2. Carpentry, Residential
3. Electric Wiring, Residential
4. Plumbing, Residential
5. Precision Machining
6. Sheet Metal
7. Welding
8. Health Occupations

DUVAL COUNTY PUBLIC SCHOOLS Jacksonville, Florida

White Copy: Skill Center/High School Offering Program
Yellow Copy: Guidance Department - Senior High School
Pink Copy: Student Copy

DUVAL COUNTY PUBLIC SCHOOL
FULL-TIME VOCATIONAL TRAINING PROGRAM

_____ has/has not been found eligible
(student's name)
for the Full-Time Vocational Training Program following review of the Dropout Prevention Committee records on _____,
(date)

Finding of the review committee: _____

_____

_____

_____

_____

The committee recommends that the child be placed in the Full-Time Vocational Training Program at _____

Skills Center beginning _____
(date)

Review Committee Members:	Position:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

c.c.: Parent
Student's file
Receiving school
Full-Time Vocational Training Program